

1 SEPTEMBER 1995



Transportation

PERSONNEL MOVEMENT

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Pages: 4

Distribution: F

Personnel must travel throughout the world to support Air Force missions. To move its personnel efficiently, the Air Force needs to use the most economical means of commercial and Government transportation. It must also have effective, convenient methods of discovering the traveler's needs, arranging for appropriate transportation, controlling movement, and tracking travel costs. This directive addresses these needs by establishing policy for all official movement of Air Force personnel.

SUMMARY OF REVISIONS

This revision designates the Secretary of the Air Force as approval authority for premium class travel accommodations, use of military aircraft, and Secretariat spouse travel, designates the Chief of Staff as approval authority for senior official travel on military aircraft, and spouse travel, addresses misuse of the transportation resources, and provides guidance for space available (space A) air transportation. A "[]" denotes revision from previous edition.

1. The Air Force will typically use its transportation vehicles or services only for official movement of people and property.
2. Non-Department of Defense (DoD) personnel may use Air Force transportation resources only when this movement does not interfere with the DoD mission, and:
 - 2.1. It is for a life-saving emergency.
 - 2.2. It is allowed by law.
 - 2.3. It directly supports the Defense mission.
 - 2.4. The head of a Federal department or agency certifies that it is in the National interest, will be reimbursed, and cannot be handled by other transportation.
3. The Air Force will use Government-owned air transportation and contracted commercial transportation to move people to, from, within, and between oversea areas.

4. The Air Force will contract for and use commercial travel offices (CTO), that provide the full range of commercial travel services for official and leisure travel. CTOs will be operated at no cost to the Government, and will provide, where feasible, prepayment audits for travel services.
5. To move groups of DoD passengers within the continental United States, the Air Force will use commercial transportation unless military transportation is essential to meet training or mission requirements. The Air Force may also use military transportation when it is already scheduled to support training or logistics requirements.
6. The Air Force will use Government contract fares when they are available, or the least costly coach class service as the normal class of service for air movement when negotiated fares are not available.
7. Travelers will perform official travel using funded travel orders, so the Air Force can control and track the costs of this travel. Travelers must arrange their official transportation through the Traffic Management Offices (TMO) and use the services provided by the TMO.
8. Responsibilities and Authorities:
 - 8.1. The Secretary of the Air Force approves exceptions to transportation and travel policy: premium class travel accommodations for Air Force sponsored travel; military air (MILAIR) for heads of Secretariat offices; and spouse travel for spouses of members of the Secretariat.
 - 8.2. The Chief of Staff Air Force approves: other exceptions to transportation and travel policy; other than Secretariat spouse travel; military air for senior officials' passenger movement programs and cooperates with other military services on joint transportation matters.
 - 8.3. The Director of Transportation, HQ USAF/LGT, oversees passenger movement programs and cooperates with other military services on joint transportation matters.
 - 8.4. The Director of Civilian Personnel, HQ USAF/DPC, manages the Air Force's program for moving civilian employees on permanent changes of station.
 - 8.5. The Air Force Surgeon General, HQ USAF/SG, establishes medical standards that travelers must meet to qualify for transoceanic movement and validates the air evacuation of DoD and non-DoD patients.
 - 8.6. The Air Mobility Command operates the DoD's Single Passenger Reservation System, operates gateway aerial ports for departures and arrivals, and evacuates medical patients by air.
9. The major commands (MAJCOM) implement the Air Force's policies for transporting passengers. They may authorize extensions of travel time for up to 6 months or as specified in the Joint Federal Travel Regulations (JFTR), Volume I, *Uniform Service Members*; and Joint Travel Regulation (JTR), Volume II, *DoD Civilian Personnel*.
10. Planners and schedulers of conferences, seminars, workshops and other symposia, and travel authorizing officials will ensure that authorized travel will be from origin duty station to destination (i.e., actual meeting site) only. Official travel will be authorized from or to intermediate points only when cogent reasons exist to begin or end travel at other than duty stations.

11. TMOs at installations are primarily responsible for meeting their official passengers' travel requirements.

12. It is essential that commanders at all levels prevent misuse of transportation resources as well as the perception of misuse. The use of these resources is limited to official DoD requirements.

12.1. Use assigned aircraft for their intended purpose. TDY travel on non DFOF-T MILAIR is a premium mode of travel involving high costs and limited resources. Air Force senior officials and airlift authorizing officials should restrict travel via MILAIR base on considerations such as purpose of trip, the method of transportation required and the priority of travel. Rank, grade, or position alone is not sufficient to justify support of MILAIR requests.

12.2. Senior travelers, aircraft commanders, and air terminal operators will make every effort to maximize the opportunity to use all excess space that results after official requirements have been satisfied. Unless there is a legal, safety, or security concern, every seat that is not needed to satisfy official requirements should be made available to Space-A travelers.

13. This directive applies to all passenger movement chargeable to Air Force appropriated funds and to the use of Air Force aircraft.

14. This directive implements JFTR, Volume I, April 1991; and JTR, Volume II, December 1981; DoD Directive 4500.9, *Transportation and Traffic Management*, January 26, 1989, and Change 1; DoD Directive 4500.53, *Commercial Passenger Airlift Management and Quality Control*, May 15, 1987; DoD Instruction 4500.42, *DoD Passenger Transportation Reservation and Ticketing Services*, January 5, 1987; DoD Regulation 4515.13, *Air Transportation Eligibility*; *Deputy Secretary of Defense Memorandum, Use of Official Transportation*, November 11, 1989 and March 26, 1990 and Deputy Secretary of Defense Memorandum, *DoD Policy on the Use of Government Aircraft and Air Travel*, May 9, 1995.

15. Related instructions are in AFI 24-101, *Passenger Travel*).

16. See [Attachment 1](#) for measures of compliance with policy.

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Attachment 1

MEASURING AND DISPLAYING COMPLIANCE WITH POLICY

A1.1. The Air Force will measure the success of this policy by recording the number of official travelers, number of travelers using Government fares, and total cost of travel. The MAJCOMs will take these measurements from the Traffic Management Workload Reporting and Productivity System (TWRAPS), RCS: HAF-LGT (M)8001, Report of Measurements, and will send them annually to HQ USAF/LGT. Results will be charted and compared to a fiscal year 92 baseline.

A1.1.1. The policy to use Government fares will be measured by comparing the number of travelers using Government fares against the total number of travelers (Figure A1.1.). This should be an upward trend, reflecting the highest possible use of Government fares.

Figure A1.1. Sample Metric of Use of Government Fares.

